

04-8256 Holmstead School – Plan 08-06-20

CONDITIONS FOR LEARNING

General Health and Safety Guidelines:

Holmstead school is taking numerous precautions in line with CDC guidelines. These include the following:

1. Parents will be strongly encouraged to not send students showing signs of the following symptoms to school: a fever of 100 degrees or greater, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, fatigue, congestion or runny nose, nausea or vomiting, and/or diarrhea. Signs have been placed in the school from the CDC which state that students should stay at home if sick.
2. Masks will be required of all individuals entering the facility. A sign has been placed on the front door stating that entry is prohibited without a mask.
3. Sanitizer stations will be set up throughout the school building. Hand sanitizer will be present in each classroom and in all bathrooms as well.
4. Frequent hand washing will be encouraged. Any student who is blowing his/her nose, coughing, and sneezing will be encouraged to sanitize and/or wash their hands.
5. All teachers and staff will wear masks throughout the day.
6. Students will be required to wear masks unless they are in a physical space where they can be kept six feet apart from each other.
7. High risk students will be required to wear a mask at all times during the day and may be provided with an isolated area to eat lunch away from others who have to remove their masks to eat.
8. High risk teachers will be given the option of taking a leave of absence to avoid risk of infection in the physical facility. Holmstead will do it's best to keep such teacher(s) employed by having them teach the virtual learning students.

Classrooms, Testing, and Therapy Rooms:

1. Students will be required to maintain social distance of six feet apart in classrooms. We have purchased individual desks that will be spread apart as opposed to the historical seating arrangements at Holmstead which was around a table. Desks will all be facing the same direction.
2. All classrooms and therapy rooms are airconditioned and we are purchasing air exchange window fans that will be placed in the second window in each room. These will draw out the air to the outside while the air conditioning unit provides cooled air from the outside.
3. Air conditioner filters will be checked and changed regularly.
4. All classrooms and therapy rooms will be cleaned with an industrial strength antibacterial fogger daily.

5. All items touched by students will be disinfected by teachers/staff in between classes.
6. Class size will be small. Given the present enrollment, there will be no more than 5 students in a classroom at any given time. Students will eat lunch in small groups in separate rooms. Physical Education groups will be kept small as well and there will be no contact sports taking place.

Transportation:

1. Transportation is the purview of the sending districts.
2. Holmstead staff will not be transporting students.

Student Flow, Entry, Exit, and Common Areas:

1. All staff, students and visitors will enter through the front door only.
2. Markers will be painted at the entrance marking 6-foot distance for individuals to stand while awaiting entrance to the building.
3. Temperatures of all students and staff will be taken upon arrival and prior to entering the school building. A minimum of 6 staff members assigned to taking temperature will be present at the arrival time. If a student has a fever or is showing any symptoms of COVID-19, he/she will be escorted into the building using a separate entrance near the COVID-19 “cave” (nurses office) and kept quarantined until picked up by their parent or guardian.
4. Students arriving late and other visitors will not be “buzzed in” until a staff member goes to the front door to take their temperature. The staff members responsible for this will include administrators, office staff, and nurse when available.
5. Stairwell and hallway traffic will be marked with arrows, indicating the flow of traffic in one direction only.
6. Teachers and administrators will direct traffic between classes and ensure that students are masked and not meeting with each other in the hallways.

Screening, PPE, and Response to Students and Staff Presenting Symptoms:

1. All students, staff, and visitors will be required to have their temperature taken before being allowed in the building.
2. Holmstead purchased a large supply of masks to be provided for anyone who does not come with one. Parents will be asked to send their child with a mask daily. Parents will be surveyed to assess whether any of the children with disabilities cannot wear a mask. In such a case, reasonable accommodations for their education will be determined in collaboration with the sending public school district. These might include such things as wearing a lighter mask as well as taking “mask breaks” outside throughout the day and/or as needed.
3. Students and staff with symptoms will be isolated in the nurse’s office. Parents/guardians will be required to pick up students who are showing any symptoms of COVID-19.

4. Staff with symptoms will be sent home.
5. Students and/or staff who have tested positive for COVID-19 will be required to be out of school for at least two weeks.
6. Readmittance to school will follow guidelines established by NJDOH guidelines.

Contact Tracing

1. The school nurse has been designated as the individual in charge of contact tracing.
2. The local health department has been contacted and is aware of our contract tracing designee and policy for contact tracing.
3. The school nurse will contact the local health department, staff, families and sending school districts if an individual who tests positive for COVID-19 has been in the building.

Facilities Cleaning Practices

1. Teachers will be responsible for cleaning all frequently touched areas between classes. Each classroom will have sanitizer, disinfecting spray, and disinfecting wipes available throughout the school day.
2. The school custodian will be responsible for sanitizing the bathrooms during the school day.
3. The school custodian will use an industrial strength fogger to disinfect the entire building after school daily.
4. Facilities cleaning practices and guidelines will be included in the parent/student school manual.

Meals

1. Students will be assigned to small groups (based on their homeroom) in separate locations to eat lunch.
2. Students will be required to bring their own lunches.
3. Lunch for students who have been approved for the free lunch program will be provided in separate bags/containers.
4. Staff members who in charge of food distribution will be masked and gloved and will sanitize/wash their hands after removing the gloves.

Recess/Physical Education

1. P.E. will consist of the choice of one of three activities that are conducive to social distancing: (1) Yoga, (2) Personal training, and (3) Power walking.
2. All of these activities will occur in very large rooms or outdoors, where students can follow social distancing protocols.
3. Tape will be placed on the floor for placement of Yoga and Personal training mats.

4. No equipment will be shared during P.E.
5. Equipment will be sanitized after P.E. each day.
6. Virtual learning students will be required to submit a P.E. form weekly, detailing the activities that they participated in for the week.

Extracurricular Activities and Use of Facilities Outside of School Hours

1. As a receiving school, Holmstead does not have any extracurricular activities or use of the facility by students outside of school hours.
2. Community organizations and church groups, who use some shared spaces with the school will be required to follow our safety protocols. Our custodian has agreed to fog all areas used by these individuals after they leave the building.

Social Emotional Learning (SEL) and School Climate and Culture

1. Educator well-being is addressed during weekly faculty meetings. During those meetings, teachers have an opportunity to report any concerns and difficulties in an accepting environment.
2. Teachers are offered support by administration and clinical staff on an “as needed” basis throughout the school day.
3. Holmstead will continue to, as it always has, to provide a warm, supported, accepting environment for students and staff.
4. In addition to the one full-time and three part time Licensed Clinical Social Workers on staff, we have hired a full-time doctoral level School Psychologist to better address the social/emotional needs of students and staff.
5. Holmstead will continue, as it always has, to provide a therapeutic milieu addressing the social/emotional needs of students and staff as a regular course of school functioning.

Multi-Tiered Systems of Support (MTSS)

1. All Holmstead students have already been identified, evaluated, and determined to have one or more disabilities. All students have been classified by the sending school district and all have an Individual Education Plan (IEP).

Wraparound Supports

1. As a therapeutic high school, all students receive Individual Counseling 1x/week and most receive Group Counseling 1x/week as specified in their IEP.
2. Counseling sessions will occur on a regular set schedule during school hours for in-person and virtual learners.
3. Students experiencing any social/emotional difficulties can be scheduled for additional sessions on an as needed basis.

4. Virtual learners will have the options of having their counseling session conducted by video or phone. Therapists will schedule video sessions using Zoom.
5. Teachers will be attuned to behavioral and/or emotional changes in students and report these immediately to the student's therapist and/or administration.
6. Therapists will maintain contact with outside agencies, including private psychotherapists and psychiatrists or other treatment facilities.
7. Parents will continue to participate in monthly evening support groups provided by two of Holmstead's therapists.
8. Ongoing communication with parents will continue, including phone calls, emails, website postings, etc.

Food Service and Distribution

1. Students will be assigned to small groups in separate locations to eat lunch.
2. Students will be required to bring their own lunches.
3. Lunch for students who have been approved for the free lunch program will be provided in separate bags/containers.

Quality Child Care

1. As a receiving school, Holmstead does not provide a child-care program.

LEADERSHIP AND PLANNING

Scheduling

1. Holmstead is planning for in-person education, following a daily rotating schedule of six classes per day plus Physical Education, which takes place at the end of the day in separate locations. The first day of classes will take place on 9/2/20 and the last day of school will be on 6/18/21, encompassing 180 of in-person education.
2. A virtual program will be provided for students whose parents have opted out of in-person learning and/or in the event of the school having to close, following the above schedule of days starting and ending and also encompassing 180 of education.
3. The school day for in-person and virtual learners will take place from 8:30 – 2:15 daily.
4. Parents have already been surveyed and a determination has been made regarding which students will be in-person and which will be virtual learning students. Changes to this will have to be made, in writing, by the parent and the ultimate decision about the education of the student is made in collaboration with the public school district.
5. Virtual learning students will be scheduled separately from in-person students.
6. Virtual learning students will receive a schedule of instruction following the regular school hours and with classes rotating daily.

7. Teachers will be given free periods during which they will work with the virtual students.
8. A staff member will be assigned the specific role of virtual learning coordinator and will be available all day to conduct virtual meetings with students and help them with assignments.
9. All teachers have created virtual classes through Microsoft Teams and will post assignments and information daily for virtual learners and in case a student becomes ill and must be out of school.
10. Teachers will supplement virtual learning with online texts, Zoom sessions, hyperlinks, embedded videos, Screencastify, DBQ's, interactive quizzes, Khan academy videos, IXL, Rosetta Stone, Duo Lingo, and other useful activities as determined by the administration.
11. All teachers will post grades daily through the Realtime student management system.
12. All teachers have laptop computers for use in school and all students have their own devices at home other than three students, who have been provided with a laptop from Holmstead.

Staffing

1. At present, all staff are healthy and planning to return for the reopening. In the event of illness, we will have a list of substitute teachers to call on to cover classes as needed.
2. We have added a full-time doctoral level School Psychologist to our staff to provide more extensive support services to the students and staff.

Pandemic Response Team

1. Holmstead has established a Pandemic Response Team which includes the following staff members: Director, Principal, Supervisor of Instruction, LDTC/Technology Liaison, School Nurse, 4 Licensed Clinical Social Workers, School Psychologist, School Secretary, Custodian, 4 teachers, and 2 parent representatives.
2. The Pandemic Response Team has already been instructed on their responsibilities.

Athletics

1. There are no athletic programs outside of Physical Education classes at Holmstead.

POLICY AND FUNDING

1. All funding for student enrollment at Holmstead is paid for by the sending public school districts.
2. Holmstead has applied for a PPP loan in order to offset some of the expenditures necessary for the reopening costs.

Purchasing

1. Numerous purchases have been made in preparation for the reopening. These include sanitizer, disinfectant spray bottles, a fogging machine, window exchange air fans, masks, gloves, individual desks, infrared thermometers, and other items as determined by the reopening committee.

Use of Reserve Accounts, Transfers, and Cashflow

1. This is not applicable to our school at present.

Costs and Contracting

1. This is not applicable to our school at present.

Elementary and Secondary School Emergency Relief Fund

1. This is not applicable to our school at present.

Federal Emergency Management Agency

1. This is not applicable to our school at present.

State School Aid

1. As a private school, Holmstead does not receive state school aid.

CONTINUITY OF LEARNING

Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

1. Holmstead is an approved special education school and follows each student's IEP as developed in collaboration with the public-school district's IEP team.

Technology and Connectivity

1. All students have access to computers while at school and all either have their own devices to use at home or those provided by Holmstead for students who do not have their own device.

2. Parents had been surveyed to establish which students needed to be provided with a device and all students currently have a device for use in virtual instruction. Three were provided with devices from Holmstead.
3. Holmstead purchased 38 new laptop computers for use in the school building.
4. All students were provided with explicit instructions for logging onto Microsoft Teams and accessing their classes through this website.
5. All students were provided with instructions for using Zoom to connect with their teachers, classes, and therapists.
6. All new students will be surveyed in order to assess their technology needs and provided with a device if they are being provided with virtual instruction.

Curriculum, Instruction, and Assessments

1. Holmstead's school Principal along with the Supervisor of Instruction and Director will continue to provide support in modifying the curriculum for the virtual learning students.

Professional Learning

1. Teachers will be provided with weekly instruction in the use of various online platforms for improving student engagement in virtual learning.
2. The school Principal and the Supervisor of Instruction will provide extensive materials for teachers to improve the virtual learning experience of the students.

Career and Technical Education (CTE)

1. Holmstead does not provide CTE.

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